

Library Improvement Grant

Final Project Report

Year Grant Awarded

Library/Organization

Address

City

Zip

Project Name

Project Number

Grant Award Amount

I. STATISTICAL DATA. Give best estimates if actual numbers served are unavailable.

A. Area served (check one): State_____ Region_____ County_____ City_____

B. 1. Targeted population to be served, per the application: _____

2. Total number of persons served by the project: _____

Include persons who used project services or benefited from the project. Count each person only once.

II. EXPENDITURES. Use the form to provide grant and matching expenditure detail by category and source of funds.

III. NARRATIVE. See Instructions for completing the LSTA Annual Report form on page 2 for specific details.

I certify that all of the information contained herein is correct to the best of my knowledge.

Signature of Library Director

Date

Typed Name of Library Director

Signature of Fiscal Officer

Date

Typed Name of Fiscal Officer

II. EXPENDITURES

A. SALARIES & BENEFITS (All salaries paid from federal or local sources)

LSTA

**LOCAL/STATE
MATCH**

POSITION TITLE

F.T.E.

_____	_____	\$	\$
_____	_____		
_____	_____		
_____	_____		

TOTAL SALARIES \$

B. CONTRACTUAL SERVICES (List each vendor)

_____	_____	\$	\$
_____	_____		
_____	_____		
_____	_____		

TOTAL CONTRACTUAL SERVICES.. \$

C. LIBRARY MATERIALS \$

D. SUPPLIES \$

E. TRAVEL \$

F. EQUIPMENT \$

G. OTHER (Specify)

_____	_____	\$	\$
_____	_____		
_____	_____		
_____	_____		

TOTAL OTHER \$

H. TOTAL A-G \$

\$ \$

Submit amounts listed below along with this report.

I. UNEXPENDED LSTA FUNDS TO BE REFUNDED \$

Instructions for completing the Library Improvement Grant Report Form

The following instructions are provided for assistance in the completion of the annual report for Library Services and Technology Act (LSTA) projects. Please submit a separate report for each project.

I. STATISTICAL DATA. Provide statistical data about the project's target population. Fill it out as completely and accurately as possible, estimating if necessary. The number of persons served should reflect those who used the services provided under the project or who benefited directly from them. That number should not include the total population of the service area involved or the potential population to be reached. Each person should be counted only once even though he or she may have used the service two or more times.

SIGNATURES. Obtain original signatures of the library director and fiscal officer. Type their names below the signatures.

II. EXPENDITURES. Provide grant and matching expenditure detail by category and source of funds. If matching funds are from a partner organization(s) in the project, make additional copies of the Expenditures page and detail partner matching expenditures on a separate page for each partner. Please have the partner organization's fiscal officer sign the bottom of the page to verify the expenditures.

In reporting expenditures, please remember:

- *Salaries and Benefits.* List each position, the amount of time worked in F.T.E., and the gross salaries and benefits for each full and part-time employee paid by grant funds and by local matching funds.
- *Contractual Services.* List expenditures for services performed by outside agencies, persons, or firms. Examples would be honoraria for speakers or consultant fees
- *Library Materials.* Library materials are defined as: books, periodicals, newspapers, documents, pamphlets, photographs, reproductions, microforms, pictorial works, graphic works, musical scores, maps, charts, globes, sound recordings, slides, films, filmstrips, processed video and magnetic tapes, computer software, and materials designed specifically for the handicapped.
- *Equipment.* Report the total expended for equipment which had a per unit acquisition cost of more than \$1,000 and a useful life of more than one year. Equipment includes items such as desks, chairs, computers, audio-visual equipment, and other non-expendable items.
- Small equipment costing less than \$1,000 should be included under "Other."
- *Other Expenses.* This category includes expenditures not covered in the other categories, e.g., expenditures for printing, postage, and small items of equipment costing less than \$1,000.

Unexpended LSTA Funds. Any LSTA funds not paid out by September 30th, must be refunded. The refund should be submitted along with the annual report. Make checks payable to the Nebraska Library Commission.

III.NARRATIVE. The narrative should describe the project in sufficient detail to make its purposes, activities, and results clear. It should describe which outcomes were accomplished and how. If outcomes were not achieved, the report should indicate problems and other obstacles encountered.

The narrative is the principal way of finding out what happened with projects. In addition to meeting a federal requirement, the narrative is used for comparison; to help identify trends; for sharing ideas with libraries throughout the state; and as a primary information source for evaluating the impact of federal grant funds on library services in individual communities as well as statewide.

The narrative report should include:

- A detailed description of project activities as identified in the grant application undertaken to achieve outcomes including programs, special events, public relations efforts, staff employed for the project, etc. Include in this section the actual numbers of programs held, participants, etc.
- Results of evaluation of the project. This should include a description of the sources and methods used to evaluate the projects. It should also include data to show impact of the project on the target population and/or an analysis of how the project met its outcomes.
- Tell how the library used the evaluation and data collected to improve the project.
- Anecdotes or client stories that demonstrate the success of the project showing benefit and change for the target population.
- Plans for support of the project after grant funds end.
- If applicable, a description of any active collaboration between the library and its partners.

Please send one copy of any printed or audiovisual publications produced as a part of the project such as brochures, book lists, manuals, pamphlets, videotapes, etc.

Send reports by to:

Richard Miller
Nebraska Library Commission
1200 N Street, Suite 120
Lincoln, NE 68508-2023